

EMPIRE VILLAGE COUNCIL REGULAR MEETING

May 24, 2022 @ 7 PM

Empire Township Hall - 10088 Front Street

AGENDA

A. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. CHANGES OR ADDITIONS TO THE AGENDA

D. ADOPTION OF THE AGENDA

E. PUBLIC COMMENT ON AGENDA ITEMS

F. CONSENT AGENDA

- 1) Approve minutes
 - a. 04/26/2022 Regular Meeting
 - b. 05/12/2022 Work Session
- 2) Approve May Bills totaling \$_____.

Please Note: Any item can be removed from the consent agenda by any council member.

G. REVIEW OF FINANCIAL STATEMENTS

H. COMMUNICATIONS

I. DEPARTMENT HEAD REPORTS

J. COUNCIL MEMBER / COMMITTEE REPORTS

K. OLD BUSINESS

- 1) Section 125 Principal Only Plan Adoption
- 2) Beach Ambassador Hiring and Job Description
- 3) Grobbel Environmental South Bar Lake Testing

L. NEW BUSINESS

- 1) Street Closure Request – July 16th Anchor Day Parade and Street Dance

M. PUBLIC COMMENT

N. COUNCIL MEMBER COMMENT

O. ADJOURNMENT

April 26, 2022 – EMPIRE VILLAGE COUNCIL REGULAR MEETING

President Davis called the Regular Meeting to order and Rademacher led the Pledge of Allegiance at 7:00 p.m. at the Empire Township Hall. Upon a roll call, Council members Bacon, Barr, Chase, Davis, Dye, Palmer and Rademacher were present. Clerk Smith and Treasurer Nelson were also present.

CHANGES/ADDITIONS TO AGENDA – Purple Loosestrife Remediation was removed. South Bar Lake proposal from Grobbel Environmental and Schedule for Mr. Breederland of Michigan Sea Grant presentation were added to Old Business. Drainage District, Village Trash and Water Tank Inspection were added to New Business.

ADOPTION OF AGENDA - Motion by Dye, support by Chase to approve the agenda as amended. Upon a voice vote, **MOTION PASSED.**

PUBLIC COMMENTS ON AGENDA ITEMS - None.

CONSENT AGENDA – Motion by Dye, support by Rademacher to approve the Consent Agenda with Bills totaling \$14,580.42. Palmer asked to remove both sets of minutes. She noted comments she would like included and that she had voted no on the Cross Connection Ordinance. Davis noted that a removal of items included in the Consent Agenda should precede a motion and support to approve. **ROLL CALL: Ayes: Barr, Chase, Davis, Rademacher. Nays: Bacon, Dye, Palmer. MOTION PASSED.**

REVIEW OF FINANCIAL STATEMENTS – Treasurer's report was received, and several questions were answered regarding the Revenue & Expenditure report.

COMMUNICATIONS – None.

DEPARTMENT HEAD REPORTS – DPW report was received.

COUNCIL MEMBER /COMMITTEE REPORTS – Written reports from the Tree and Personnel Committees were received. Verbal reports were heard from the Streets, Parks, Tree and Personnel Committees. Their written reports are posted to the website upon their receipt. It was reported that an additional swing set has been ordered for the Beach Park and will be funded wholly from the Memorial Fund.

HEALTH INSURANCE OPT-OUT – Motion by Chase, supported by Bacon to approve having Burnham & Flowers, at an amount not to exceed \$200, set up a Section 125 agreement that allows for payment in lieu health insurance at 50% of premium cost. **ROLL CALL: Ayes: Bacon, Barr, Chase, Davis, Dye, Palmer, Rademacher. Nays: None. MOTION PASSED.**

GROBBEL PROPOSAL FOR SOUTH BAR LAKE TESTING – Motion by Bacon, support by Dye to send this proposal to the S Bar Lake Association for their consideration. There was discussion of the timeline used for testing. **ROLL CALL: Ayes: Bacon, Barr, Chase, Davis, Dye, Palmer, Rademacher. Nays: None. MOTION PASSED.**

VC Reg 5/24/22

SCHEDULE MR. BREEDERLAND MICHIGAN SEA GRANT PRESENTATION – Motion by Bacon, support by Palmer to ask Mark Breederland to attend the June 9th Work Session. Upon a unanimous voice vote of ayes, MOTION PASSED.

NEW BUSINESS

VILLAGE EMAIL COMMUNICATIONS – Motion by Bacon, support by Barr that all email blasts be sent thru the Village Office via the Clerk or Deputy Clerk except for emergency notifications. It was noted that the DPW be provided and utilize the email list maintained by the Village Office for emergency notifications. **ROLL CALL: Ayes: Bacon, Barr, Chase, Davis, Dye, Palmer, Rademacher. Nays: None. MOTION PASSED.**

Bacon explained that she has received additional information regarding the effectiveness of beetles as remediation for a less than 1 acre area of Purple Loosestrife. The \$1350 budgeted remediation is not recommended at this time.

INTERSECTION OF LAKE & FRONT STREETS MEMORIAL TO LABOR DAYS- Motion by Bacon, support by Dye to place a seasonal stop sign at the cross walk on Front Street between the Post Office and the Friendly Tavern each year from Memorial Day to Labor Day unless negated by Council action. Upon a voice vote there was unanimous approval. MOTION PASSED.

Motion by Bacon, support by Barr to install temporary stop sign with attached plaque at Lake Street and Front Street coming up from the beach each year from Labor Day thru Memorial Day unless negated by Council action. Upon a voice vote there was unanimous approval. MOTION PASSED.

DRAINAGE DISTRICT – Davis noted that four options and the prices were discussed at the recent meeting. He asked if the Council would like to send a letter supporting one of the proposals as the Village will receive an assessment. Each proposal was discussed and there was no consensus on a single proposal. All residents were encouraged to provide input to the Drain Commission on the proposals. Motion by Dye, support by Palmer that the Village Council request an environmental study if the proposal chosen moves the outlet to the southern end of the lake. It was noted that the Council has asked the Drain Commissioner to solve the problem as the Village has been unable to do so. Dye will draft the letter and Davis will approve and sign. **ROLL CALL: Ayes: Bacon, Barr, Chase, Davis, Dye, Palmer, Rademacher. Nays: None. MOTION PASSED.**

VILLAGE TRASH – Davis described an option to have GFL do a Village Trash Pick-up Day as other municipalities offer to residents. Curbside or a central drop off options were discussed. As GFL is booked for this year, this could be added to the budget considerations for next year.

WATER TANK STORAGE INSPECTION – Motion by Bacon, supported by Rademacher to authorize signing the contract for \$7250.00 with DIXON Engineering & Inspections to inspect water storage tank. There was discussion of possible additional costs, and it was noted that these would be approved if found to be needed. **ROLL CALL: Ayes: Unanimous. MOTION PASSED.** Davis updated the Council on current repairs to the sensors at the water storage tank and request for an estimate of additional repairs/equipment if needed.

PUBLIC COMMENT – Comments were heard regarding meeting the Sheriff at a Village stop sign, minutes, Garlic Mustard as an increasing invasive, deteriorated condition of lighthouse at the Beach Park and Russian Olive as an invasive species in the Village.

COUNCIL MEMBER COMMENT – Comment was heard on the content of the minutes, and it was noted that repairs to the lighthouse are included in the current budget. Comments were heard regarding the contents, corrections, notification and posting of minutes. Sections of the Rules of Procedure were read aloud. It was noted that information on the eradication of Garlic Mustard is posted on the Sleeping Bear National Lakeshore website under the biology section.

ADJOURNMENT at 7:44 p.m.

Derith Smith Empire Village Clerk

These are draft minutes for approval at the May 24, 2022, Regular Council meeting.

DRAFT

May 12, 2022 – EMPIRE VILLAGE COUNCIL WORK SESSION

The meeting was called to order at the Empire Township Hall and the Pledge of Allegiance was led by President Davis at 7:00 p.m. Upon a roll call, Council members Bacon, Barr, Chase, Davis, Dye, Palmer and Rademacher were present. Clerk Smith and Zoning Administrator Grobbel were also present.

CLOSED SESSION – Motion by Bacon, support by Rademacher to adjourn to closed session per MCL 15.268(d) to consider purchase or lease of real property. ROLL CALL: Ayes: Bacon, Barr, Chase, Davis, Dye, Palmer, Rademacher. Nays: None. MOTION PASSED. Meeting was adjourned to closed session at 7:05 and reconvened at 7:10.
Motion by Bacon, support by Barr to cease further action or expense on legal agreement for grant funding for a property feasibility study. ROLL CALL: Ayes: Bacon, Barr, Chase, Davis, Dye, Palmer, Rademacher. Nays: None. MOTION PASSED.

CHANGES/ADDITIONS TO AGENDA – Bacon added permission to act on GDL Garlic Mustard Program as it is time sensitive under New Business #3a. Davis added approval of corrected minutes of 3-22-22 as Old Business #3.

ADOPTION OF AGENDA - Motion by Rademacher, support by Dye to approve the agenda as amended. Upon a voice vote, MOTION PASSED.

PUBLIC COMMENTS ON AGENDA ITEMS – None.

COMMUNICATIONS – None.

PRESENTATION – John Collins made a request for a letter of support from the Village Council for Empire Associates to submit for grant funding. He described the current ownership and provided photos of the existing barn structure. The state grant is the Revitalization and Placemaking Program (RAP) by MEDC. It consists of 50/50 funding by developer and MEDC. Possible uses were described but have not been finalized. Davis noted that while action was not noted on the agenda, it is needed prior to the next meeting. **Motion by Dye, support Rademacher to have the Village Council write a letter of support for a RAP grant application.** Bacon will write the letter for Davis to sign. **ROLL CALL: Ayes: Bacon, Barr, Chase, Davis, Dye, Palmer, Rademacher. Nays: None. MOTION PASSED.**

PUBLIC COMMENT ON PRESENTATION – None.

DEPARTMENT HEAD REPORTS – Zoning Administrator's report and Revenue & Expenditure Reports by Fund were received. Grobbel noted that there is increased interest in short-term rentals and the current gas station plans include total removal of existing structures with a possible lack of gas sales/purchase for a period.

COUNCIL MEMBER/COMMITTEE REPORTS – Written reports from the Water, Tree and Streets Committees were received.

OLD BUSINESS

GROBBEL ENVIRONMENTAL SOUTH BAR LAKE TESTING – John Collins reported that the Township has agreed to pay ½ the cost of this proposal. The Council will consider awarding

the contract at the 5/24 Regular Session, not to exceed \$2950, and will accept reimbursement for 50% of this cost from Empire Township or South Bar Lake Association. Grobbel noted that he will add a presentation to the Township of the results.

WATER HOOKUP FEES – Water Committee recommendations were reviewed and discussed. Discussion included the current practice of charging one rate regardless of the actual cost to install. There were questions about whether Gosling Czubak or Michigan Rural Water Association may assist and utilize methods/formulas for setting these rates. There were numerous questions about the numbers used in the information provided. Discussion included all the increasing costs and whether to add any additional road borings to the CIP. It was noted that as an Enterprise Fund, profit is not allowed. There was consensus that this be returned to the committee for further consideration.

3-22-22 MINUTES CORRECTION – Motion by Dye, support by Rademacher to approve the corrections to the Roll Call vote on Ordinance 137 Cross Connection as presented in the minutes included in the 5-13-22 Work Session packet. ROLL CALL: Ayes: Bacon, Barr, Chase, Davis, Dye, Palmer, Rademacher. Nays: None. MOTION PASSED.

NEW BUSINESS

PERSONNEL REQUEST FOR MASS GATHERING – Bacon and Grobbel described the recent Planning Commission discussion regarding the possible need for personnel to staff some large events. The cost for such personnel would be included in the permit fee. There was consensus that the issue be returned to the Planning Commission for their recommendation.

SEPTIC POINT OF SALE ORDINANCE ENFORCEMENT – It was noted that property transfer notification is an honor system as a County-wide ordinance does not exist. Grobbel will do some further research and report back.

GFL ENVIRONMENTAL SERVICES

A. NW MI INVASIVE SPECIES NETWORK GARLIC MUSTARD PROGRAM – Motion by Bacon, support by Rademacher to approve paying GFL not to exceed \$530 for a 10-yard dumpster for disposal of garlic mustard available to village residents and to request \$200 reimbursement from NW MI Invasive Species Network. Educational information on removal will be placed on the Village website and email blast will be sent. **ROLL CALL: Ayes: Bacon, Barr, Chase, Davis, Dye, Palmer, Rademacher. Nays: None. MOTION PASSED.**

B. VILLAGE TRASH PICK-UP DAY – Discussion included the cost and to conduct door to door pickup as it may be easier for most residents. There was consensus to gather more information and address in the next budget. Chase will do some further research.

BEACH AMBASSADOR HIRING AND JOB DESCRIPTION – Discussion included the age restriction in the job description. There was consensus that a 16-year-old could be hired (ideally working with an adult), and it will be added to the Regular Meeting Agenda. NMC, the high schools and the Lions Club will be contacted.

PUBLIC COMMENT – Support for continued use of beach ambassadors was encouraged as there was concern the bathrooms would not be maintained. South Bar Lake Association annual meeting will be held on July 23rd.

COUNCIL MEMBER COMMENT – Davies Resource Group will be hosting a tree workshop as part of the grant received. This will be held at the Township Hall on June 8th and further information will be emailed and on the website.

ADJOURNMENT at 8:41 p.m.

Derith Smith Empire Village Clerk

These are draft minutes for approval at the May 24, 2022, Regular Council meeting.

Burnham & Flower
INSURANCE GROUP

Village of Empire

Village of Empire
11538 S. LaCore
Empire, MI 49630

Section 125 Premium Only Plan

Summary Plan Description

Effective June 01, 2022

This plan, like the Deferred
Comp. & Retirement Plans,
are written to comply with
Federal Regulations.
No editing or changes are
required or allowed.
Motion to approve is needed.

V/C Reg Meeting 5/24/22

INTRODUCTION

The Company's Premium Only Plan ("Plan") has been established to allow Eligible Employees to pay for certain benefits on a pre-tax basis. There are specific benefits that you may elect, and they are outlined in this Summary Plan Description. You will also be informed about other important information concerning the Plan, such as the conditions you must satisfy before you can join and the laws that protect your rights.

Read this Summary Plan Description ("SPD") carefully so that you understand the provisions of the Plan and the benefits you will receive. This SPD describes the Plan's benefits and obligations as contained in the Plan document, which governs the operation of the Plan. The Plan document is written in much more technical language. Please note that if the non-technical language in this SPD and the legal language of the Plan document conflict, the Plan document will always govern the Plan. Also, if there is a conflict between any of the insurance contracts and either the Plan document or this Summary Plan Description, the insurance contracts will control the respective insurance policies or other benefit programs, if self funded. If you wish to receive a copy of the legal Plan document, please contact the Plan Administrator.

The Plan is subject to the Internal Revenue Code and other federal and state laws and regulations that may affect your rights under this plan. This SPD explains the current details of the Plan in order to comply with all applicable legal requirements. From time to time, the Plan may be revised due to a change in laws or due to pronouncements by the Internal Revenue Service (IRS) or other federal agencies. This Plan may be amended or terminated by the Company. If the Plan is ever amended or changed, the Company will notify you.

This SPD was designed to provide you with information regarding the Company Premium Only Plan. If this SPD does not answer all of your questions, please contact the Administrator (or other assigned person). The name and address of the Administrator can be found within this SPD

Overview

This section contains general information, which you may need to know about the Village of Empire Premium Only Plan.

General Information

1. The name of the Plan is the Village of Empire Premium Only Plan.
2. The company has adopted this Plan effective June 01, 2022.
3. The adopted plan year begins on June 01 and ends on February 28. Future plan years will be based on a twelve-month period beginning each March 01 and ending each February 29.
4. This Plan is unfunded, meaning that the funds to pay Benefits and to otherwise operate the Plan come from the general assets of the Employer and not from a separate trust arrangement or fully-insured insurance arrangement.

Employer Information:

Your Employer's name, address, and tax identification number are:

Village of Empire
11538 S. LaCore
Empire, MI 49630
Federal Employer I.D. Number: 38-6034915

Plan Administrator Information:

The name, address, and tax identification number of your Plan's Administrator are:

Village of Empire
11538 S. LaCore
Empire, MI 49630
Federal Employer I.D. Number: 38-6034915

The Administrator keeps the records for the Plan and is responsible for the administration of the Plan. The Administrator will also answer any questions you may have about the Plan. You may contact the Administrator for any further information about the Plan.

Service of Legal Process

The name and address of the Plan's agent for service of legal process are:

Village of Empire
11538 S. LaCore
Empire, MI 49630
Federal Employer I.D. Number: 38-6034915

Type of Administration

The type of Plan administration is Employer Administration.

Unless the Plan provides otherwise, the Administrator keeps the records for the Plan and is responsible for the administration and interpretation of the Plan. The Administrator will also answer any questions you may have about the Plan.

01. How Does This Plan Operate?

Before the start of each Plan Year, you will be able to elect to have some of your future salary or other compensation contributed to the Plan in lieu of receiving those amounts in cash, and your future salary or other compensation will be automatically reduced by the amount elected as a contribution to the Plan. The money contributed will be used to pay for benefits you have elected based on the options sponsored by your Employer (and as identified on your "Election to Participate" form). The portion of your pay that is contributed to pay for the benefits provided for under the Plan is not subject to State or Federal income or Social Security taxes. In other words, the Plan allows you to use tax-free dollars to pay for insurance coverage, premium amounts, or other allowable plan contributions or expenses which you normally pay for with out-of-pocket, taxable dollars.

02. What Happens to Contributions Made to the Plan?

Before each Plan Year begins, you will select the benefits or programs you desire to pay for through the Plan with your own pre-tax contributions. Then, during each pay period during that Plan Year, the contributions deducted from your paycheck will be used to pay your portion of your employer-sponsored benefit coverage. Any contribution amounts that are not used during a Plan year to provide insurance benefits will be forfeited and may not be paid to you in cash or used to provide benefits specifically for you in a later Plan year.

03. When Is the "Election Period" for Our Plan?

Your initial election period will start on the date you first meet the "eligibility requirements" and end 30 days thereafter. Then, for each following Plan Year, the election period is established by the Administrator and applied uniformly to all participants. It will be a period of time prior to the beginning of each Plan Year. The Administrator will inform you each year about the election period. Your previous elections will be maintained unless a change request is provided to the Plan Administrator by the deadline of the Open Enrollment period.

04. May I Change My Elections During the Plan Year?

Generally, you cannot change the elections you have made after the beginning of the Plan Year. However, there are certain limited situations when you can change your elections. For example: you are permitted to change elections if you have a "change in status" and you make an election change that is consistent with the "change in status." Currently, Federal law considers the following events to be "changes in status":

- Marriage, divorce, death of a spouse, legal separation or annulment;
- Change in the number of dependents, including birth, adoption, placement for adoption, or death of a dependent;
- Any of the following events for you, your spouse or dependent: commencement or termination of employment, a strike or lockout, commencement of or return from an unpaid leave of absence, a change in worksite, or any other change in employment status that affects eligibility for benefits;
- One of your dependents satisfies or ceases to satisfy the requirements for coverage due to change in age, student status, or any similar circumstance, including a change to cover adult children who have not attained age 27 as of the end of the taxable year; and
- A change in the place of residence of you, or your spouse or dependent.
- A change in your Full-Time status that results in a reduction in work hours that are consistently below an average of 30 hours per week.
- When you elect to enroll in a qualified health plan in a Marketplace during the Annual Open Enrollment or Special Enrollment Period of that Marketplace.

There are detailed rules on when a change in election is deemed to be consistent with a "change in status." In addition, there are separate laws that give you rights to change accident and/or health coverage for you, your spouse, or your dependents. If you change coverage due to rights you have under the law, then you can make a corresponding change in your elections under the Plan. If any of these conditions apply to you, you should contact the Administrator.

If the cost of a benefit provided under the Plan increases or decreases during a Plan Year, then we will automatically increase or decrease, as the case may be, your salary redirection election. If the cost increases significantly, you will be permitted to (i) make corresponding changes in your payments, (ii) revoke your election and obtain coverage under another benefit package option with similar coverage, or (iii) revoke your election entirely.

If the coverage under a Benefit is significantly curtailed, and such curtailment results in a complete loss of coverage, then you may revoke your elections and elect to receive, on a prospective basis, coverage under another plan with similar coverage. In addition, if we add a new coverage option or eliminate an existing option, or significantly improve an existing option, you may elect the newly added or improved option (or elect another option if an option has been eliminated) and make corresponding election changes to other options providing similar coverage. If you are not a Participant, you may elect to join the Plan. There are also certain situations when you may be able to change your elections on account of a change under the plan of your spouse's, former spouse's or dependent's employer.

A change in compensation or a financial "hardship" is not a reason to change your election amount.

payment to the Eligible Employee(s) shall be taxed. The Employer may also subtract from the cash payment the employer's share of the FICA cost.

If you have declined enrollment in the Plan for you or your dependents (including a spouse) because of coverage under Medicaid or the Children's Health Insurance Program (CHIP), there may be a right to enroll in this Plan if there is a loss of eligibility for the government-provided coverage. However, a request for enrollment must be made within 60 days after the government-provided coverage ends.

In addition, if you declined enrollment in the Plan for you or your dependents (including spouse), and later become eligible for state assistance through a Medicaid or Children's Health Insurance Program that provides help with paying for Plan coverage, there may be a right to enroll in this Plan. However, a request for enrollment must be made within 60 days after the determination of eligibility for the state assistance.

The Plan may permit you to make a prospective election change that is on account of and corresponds with a change made under another employer plan that is a cafeteria plan or a qualified benefits plan if the election for a period of coverage for this Plan is different from the period of coverage (open enrollment) under the other plan.

05. May I Make New Elections in Future Plan Years?

You will automatically be enrolled in subsequent plan years unless you terminate your participation in the Plan by notifying the Administrator in writing during the Election Period that you do not want to participate in the Plan for the next Plan Year.

06. What Insurance Coverage May I Purchase?

Under our Plan, you can choose to receive your entire compensation in taxable compensation or use a portion to pay premiums on a pre-tax basis for any one or more insured benefits that we decide to offer through the Plan.

Certain limits may apply on the amount of coverage that we obtain on your behalf. The insurance contracts will normally control.

We may terminate or modify Plan benefits at any time, subject to the provisions of any insurance contracts providing the benefits described above. We will not be liable to you if an insurance company fails to provide any of the benefits described above. Also, your insurance will end when you leave employment, are no longer eligible under the terms of any insurance policies, or when insurance coverage terminates.

Any benefits to be provided by insurance will be provided only after (i) you have provided the Administrator the necessary information to apply for insurance, and (ii) the insurance is in effect for you.

If you cover your children (up to age 26) under your insurance, you can pay for that coverage through the Plan.

You may purchase:

07. Will My Social Security Benefits Be Affected?

Your Social Security benefits may be slightly reduced, because when you use part of your compensation to pay for insurance premiums on a tax-free basis under our Plan, it reduces the amount of contributions that you make to the Federal Social Security system as well as our contribution to Social Security on your behalf.

08. Do Limitations Apply to Highly Compensated Employees?

Under the Internal Revenue Code, "highly compensated employees" and "key employees" generally are Participants who are officers, shareholders or are highly paid.

If you are within either of these categories, the amount of contributions and benefits for you may be limited so that the Plan as a whole does not unfairly favor those who are highly paid key employees, or their spouses or dependents. These provisions are also applicable if your Employer makes Employer contributions through the Plan on your behalf.

Your own circumstances will dictate whether contribution limitations on "highly compensated employees" or "key employees" will apply. You will be notified of these limitations if you are affected.

09. What Happens If I Terminate Employment?

If you leave our employ during the Plan Year, you will remain covered by insurance, but only for the period for which premiums have been paid prior to your termination of employment. Any amounts that are not used during a Plan Year to provide benefits will be forfeited and may not be paid to you in cash or used to provide benefits specifically for you in a later Plan Year.

10. Qualified Medical Child Support Order

A medical child support order is a judgment, decree or order (including approval of a property settlement) made under state law that provides for child support or health coverage for the child of a Participant. The child becomes an "alternate recipient" and can receive benefits under the health plans of the Employer if the order is determined to be "qualified." You may obtain, without charge, a copy of the procedures governing the determination of qualified medical child support orders from the Plan Administrator.

11. What is the "Cash in Lieu of Benefits" option?

Your Employer provides a contribution to Employees to be used for the Benefits provided under the Employer's Section 125 Plan. If said Employer contribution is not allocated, in whole or in part, to any of the available benefits or the Premium Only Plan, a cash payment may be made to the Eligible Employee(s). The cash

Adoption Agreement

For Village of Empire Section 125 Premium Only Plan

The undersigned Employer adopted the Premium Only Plan for those Employees who shall qualify as Participants thereunder. It shall be effective as of the date specified below. The Employer hereby selects the following Plan specifications:

1. **Name of Employer: Village of Empire**
2. **Effective Date:** This adopted Premium Only Plan shall be effective as of **June 01, 2022**
3. **Plan Year:** The adopted plan year begins on June 01 and ends on February 28. Future Plan Years will be based on a twelve-month period beginning each March 01 and ending each February 29.
4. **Employer's Principal Office:**
11538 S. LaCore
Empire, MI 49630
5. **Benefits:** All the benefits listed below are included in this plan:
 - **Health Plan.** Premiums that are payroll deducted on a pre-tax basis may include the following:
 - **Cash In Lieu** - A taxable payment made by your employer in lieu of an Eligible Employee's participation in the group Health Plan.

VILLAGE OF EMPIRE

By: _____

Name: _____

Title: _____

CERTIFICATE OF RESOLUTION

The undersigned authorized representative of **Village of Empire** (the Employer) hereby certifies that the following resolutions were duly adopted by the governing body of the Employer on _____, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Welfare Benefit Plan, effective June 01, 2022, presented to this meeting (and a copy of which is attached hereto) is hereby approved and adopted, and that the proper agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of said Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that the Administrator deems necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures for the provision of benefits under the Plan.

RESOLVED, that the proper agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Plan and to deliver to each employee a copy of the Summary Plan Description of the Plan, which Summary Plan Description is attached hereto and is hereby approved.

The undersigned further certifies that attached hereto as Exhibits, are true copies of Village of Empire's Benefit Plan Document and Summary Plan Description approved and adopted at this meeting.

Village of Empire

By:

Name:

Title:

Beach Ambassadors – VC Reg Meeting 05/24/2022

Sheriffs' Office comments re: 16-year-old writing tickets

1. Although they could, it is not recommended
2. If a ticket was contested, that ambassador would need to go to court
3. Doesn't believe people would respect a younger ambassador's authority to issue tickets

Deputy Clerk Thoughts

1. Will have younger ambassadors work with an adult when possible and especially to start/train
2. Would like the ability to schedule younger ambassadors by themselves as we just don't have the staff this year
3. Younger ambassadors can focus on:
 - a) Maintaining a presence
 - b) Helping with pay machine and directing traffic to overflow lot
 - c) Circulate lots to communicate the parking machine location and issue warning notices
 - d) Cleaning beach, grills, sidewalks, etc.

4. Ticket writing?

Must be comfortable to do so and trained how to handle when public interaction occurs

Options to consider:

- a) No ticket writing
- b) Only when adult ambassador is present
- c) Ability to use best judgement to write tickets when working alone (possible with maturity of the individual, training, and communication with Deputy Clerk)

VC 5/24/22

**VILLAGE OF EMPIRE
JOB DESCRIPTION
BEACH AMBASSADOR**

Supervised by: Village of Empire Deputy Clerk

Hourly Wage Range: \$ TBD

Position Summary: Under the direction of the Village of Empire Deputy Clerk, Beach Ambassadors offer residents and visitors to the Empire beach park a friendly face and helping hand with accessing parking and beach amenities. Some general maintenance tasks may be assigned, as time allows.

Duties:

- Welcome visitors and provide general information on beach rules, parking, and directions to ensure both residents and visitors are able to enjoy the Empire beach park.
- Be willing to wear a brightly colored vest.
- Assist visitors with parking pass machine.
- Direct traffic to the overflow parking area (Johnson Park) as needed (when the beach lots are full).
- Circulate – at regular intervals – to ensure parking compliance in each beach lot.
- Enforce posted parking rules and regulations and policies.
- Issue tickets for those not in compliance with parking rules, regulations and policies.
- Keep area by the parking machine free from debris, check and restock restrooms as time allows.
- Ensure the Department of Public Works and/or the Deputy Clerk are aware of any maintenance issues.
- Ensure janitors closet is maintained and remove all trash and personal items at the end of each shift.
- Turn in lost and found items as instructed by the Deputy Clerk or the Department of Public Works staff.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

- Must be 18 years or older and possess high school diploma or GED.
- Possess strong customer service skills along with a demonstrated desire to work with the public.
- Ability to communicate clearly and concisely.
- Must have reliable source of transportation.
- Ability to work a flexible schedule (within reason) including evenings, weekends and holidays.
- Must be able to work responsibly with or without supervision.
- Ability to adhere to safety policies and wear personal protection equipment as directed.
- Must be punctual and committed to work as a team throughout the season.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in an outdoor setting in a variety of weather conditions. The employee must be able to stand, walk, kneel, bend, twist, reach, and climb.
- The employee must lift and or move items of light to moderate weight.



Grobbel Environmental & Planning Associates

PO Box 58

Lake Leelanau

Michigan

49653

April 30, 2022

Mr. John Collins, President
South Bar Lake Association
P.O. Box 351
Empire, MI 49630

RE: Proposal for South Bar Lake Water Quality Monitoring 2022, Source Identification/ Characterization, and Reporting, Village of Empire, Leelanau County, Michigan.

Dear Mr. Collins,

Per your request, Grobbel Environmental & Planning Associates is pleased to provide this proposal for environmental consulting services for the 2022 water quality monitoring for South Bar Lake, source identification/characterization, and reporting in accordance with Michigan Department of Environment, Great Lakes and Energy (EGLE) and U.S. Environmental Protection Agency methods and protocols.

This proposal is based on standard rates for contracting the professional services of Grobbel Environmental and Planning Associates, as outlined in Attachment A. This contract shall **not exceed the amount of \$2,950.00.**

If you wish Grobbel Environmental & Planning Associates to undertake this work, please complete the enclosed authorization form and return it with a \$1,000 down-payment/retainer to us via email - also please keep a copy for your files.

If you have any questions regarding this estimate, please contact me at 231-499-7165 or grobbelenvironmental@gmail.com.

Sincerely,
Grobbel Environmental & Planning Associates

Christopher P. Grobbel, Ph.D.
Sr. Project Manager

enclosures

Environmental and Planning Consultants
phone 231-499-7165 grobbelenvironmental@gmail.com

VC 5/24/22
VC 5/12/22

ATTACHMENT A

PROPOSAL FOR

South Bar Lake Water Quality Monitoring - 2022 Source Identification/Characterization, and Reporting Village of Empire, Leelanau County, Michigan.

1) Lake Water Quality Monitoring

Two (2) sample events within South Bar Lake (i.e, early summer and early fall of 2022) measuring temperature, water clarity/Secchi disc, pH, and dissolved oxygen) using a YSI multi-meter, an discrete surface water sampling and analyses for Total Phosphorous (US EPA Method 365.4M) and Total Nitrogen (US EPA Method 350.1/353.2) and *E. coli* (US EPA Method SM9223-B MPN). Sample at two (2) locations using GPS coordinates within S. Bar Lake as in formed by previous studies.

Professional consulting services, equipment & lab costs \$750.00

2) Tributary Nutrient/Bacteria Assessment - Source Identification/Characterization

Nutrient loading and bacteria assessment at two (2) tributary/inlets and at the outlet of South Bar Lake in spring and late-summer 2022. Discrete surface water sampling and analysis for Total Phosphorous (US EPA Method 365.4M), Total Nitrogen (U.S. EPA Method 350.1/353.2), and *E. coli* (US EPA Method SM9223-B MPN), and also measuring temperature, water clarity, pH, and dissolved oxygen) using a YSI multi-meter. Four (4) DNA (Human *Bacteroides* MST, Bovine *Bacteroides* MST – duplex ddPCR assay) samples/analyses at SG-2 (Niagara and Lake St. inlet) and SG-3 (Florence St. inlet). Source identification/characterization of *E. coli*.

Professional consulting services, lab & equipment costs \$1,700.00

3) Water Quality Assessment Report

Written report of 2022 water quality study findings, and public presentation at meetings of the Village of Empire Council, Planning Commission, and South Bar Lake Association.

Professional consulting services & equipment \$500.00

GRAND TOTAL (not to exceed) \$2,950.00

Proc. 5/17/22
11:41m

The Empire Area Community Center is requesting street closures on July 16 for the Anchor Day Parade and Street Dance.

The parade will be starting at noon at Lions park. It will be traveling from Lions Park up Phillip St. Right turn on Union St through to Wilce Street. Right on Wilce St. to Lake St. Right on Lake St. to Front St. Right on Front to Union. Left on Union and back to Lions Park.

This should take about an hour and a half. It will only go around once.

We are requesting the closure of the parade route from 11:45 to 1:30. Cars will still be able to go through on Niagara St except when the parade is going through.

We are also requesting the closure of Front Street in front of the TownHall from 8:45pm. to 11pm. for the street dance.

Thank you.

VC Reg 5/24/22